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Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 26 February 1958

FROM : Chief, Records Management Staff

SUBJECT: Meeting of Area Records Officers

1. Several Area Records Officers have suggested that from time-to-time we meet as a group to discuss accomplishments, objectives and problems of mutual interest. I consider the suggestion a good one. I'm sure the exchange of ideas will be beneficial, particularly since Records Officers can expect to take an increasingly more active part in the Program as a result of the increased interest recently shown by Deputy Directors and Operating Officials.

2. I don't propose that we meet on a regularly scheduled basis. Instead, I would suggest that we get together only when we have a topical subject of mutual interest to present to the group. For example, among other current topics for our first meeting, I would like to discuss external training courses in records management available this Spring and Summer. I would also like your views on subjects for future meetings.

25X1A6a

3. Our first meeting is scheduled for Thursday, 6 March, at 1100 in room 1402, [REDACTED] I hope you can attend.

[REDACTED] 25X1A9a

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for Meetings